

B A S I C

B R O A D C A S T E R

C O U R S E

STUDENT NAME _____

CLASS NUMBER _____

GRADUATION _____
DATE

INSTRUCTOR USE ONLY

NEWS _____ FEATURE _____ P.E. _____ TOTAL _____

PRODUCTIONS

AUDIO ENGINEER	4	5	(6	6	6)
Checks microphones for proper position/connection	_____	_____	_____	_____	_____
Opens and closes proper sound source on time	_____	_____	_____	_____	_____
Mixes sound and music in proper balance	_____	_____	_____	_____	_____
Maintains proper audio level during production	_____	_____	_____	_____	_____
Responds quickly and accurately to director's commands	_____	_____	_____	_____	_____
Follows instructions*	_____	_____	_____	_____	_____
REMARKS:					

NOTE: 'E' = Excellent 'P' = Pass / = Yet to Accomplish
 No errors 1 error More than 1 error

*No errors allowed

AUDIO ENGINEER

SWITCHER	4	5	(6	6	6)
Executes fades-in and fades-out (1)	—	—	—	—	—
Executes takes or cuts (2)	—	—	—	—	—
Executes dissolves*	—	—	—	—	—
Executes cross-fades (2)	—	—	—	—	—
Executes superimpositions*	—	—	—	—	—
Operates slide projector on/off & show*	—	—	—	—	—
Changes slides properly and on time (2)	—	—	—	—	—
Operates film projector controls (1)	—	—	—	—	—
Operates VTR controls*	—	—	—	—	—
Visually checks monitors and indicates discrepancies to director (2)	—	—	—	—	—
Responds to director's commands on time (2)	—	—	—	—	—
Follows instructions* (i.e., not in position on time, arguing with director, etc.)	—	—	—	—	—
REMARKS:					

NOTE: Number of parentheses indicates maximum errors possible for passing grade.
 *Asterisk indicates no errors allowed.

SWITCHER

PRODUCTIONS

DIRECTOR	4	5	(6	6	6)
Blocks material for production*	_____	_____	_____	_____	_____
Coordinates studio activities through Stage Manager (2)	_____	_____	_____	_____	_____
Assures acceptable lighting	_____	_____	_____	_____	_____
Briefs audio engineer and film chain operator prior to exercise*	_____	_____	_____	_____	_____
Assures shots are in focus*	_____	_____	_____	_____	_____
Assures shots are composed/framed (2)	_____	_____	_____	_____	_____
Fosters cooperation among crew members*	_____	_____	_____	_____	_____
Gives proper ready commands (2)	_____	_____	_____	_____	_____
Orders proper transitions (2)	_____	_____	_____	_____	_____
Orders proper transitions on time (2)	_____	_____	_____	_____	_____
Responds properly to emergency situations*	_____	_____	_____	_____	_____
Completes production on time (within 5 seconds = "E"; 5 to 10 seconds = "P")	_____	_____	_____	_____	_____
Follows instructions* (writes commands on script, using wrong log, fails to maintain crew discipline, etc.)	_____	_____	_____	_____	_____

REMARKS:

NOTE: Number of parentheses indicates maximum errors allowable for passing grade.
*Asterisk indicates no errors allowed.

DIRECTOR

PRODUCTIONS

FILM CHAIN OPERATOR	4	5	(6	6	6)
Cleans slides/film gate	_____	_____	_____	_____	_____
Loads slides in proper manner and order and on time	_____	_____	_____	_____	_____
Loads film properly in film projector and on time	_____	_____	_____	_____	_____
Loads VTR tape properly and on time	_____	_____	_____	_____	_____
Properly adjusts set-up, video level and hue	_____	_____	_____	_____	_____
Sets controls for remote operation	_____	_____	_____	_____	_____
Has trouble slide ready when needed	_____	_____	_____	_____	_____
Has duties organized	_____	_____	_____	_____	_____
Rewinds and repairs film after use	_____	_____	_____	_____	_____
Responds quickly and accurately to director's commands	_____	_____	_____	_____	_____
Follows instructions (puts slides away, etc.)	_____	_____	_____	_____	_____

REMARKS:

NOTE: "E" = Excellent
No errors

/ = Yet to Accomplish
1 or more errors

PRODUCTIONS

STAGE MANAGER	4	5	(6	6	6)
Gives correct hand signals easily seen by performers*	___	___	___	___	___
Maintains order in studio*	___	___	___	___	___
Assures correct appearance of performers*	___	___	___	___	___
Places sets and props as required*	___	___	___	___	___
Alerts director to discrepancies/changes on studio floor (1)	___	___	___	___	___
Responds quickly and accurately to director's commands (1)	___	___	___	___	___
Follows instructions* (door not closed, food/drinks in studio, etc.)	___	___	___	___	___
REMARKS:					

NOTE: Number in parentheses indicates maximum errors allowable for passing grade.
*Asterisk indicates no errors allowed.

STAGE MANAGER

PRODUCTIONS

VOICE AND DICTION (BOOTH ANNOUNCER)

Rate (overall rating)	_____	_____	_____	_____	_____
Pacing	_____	_____	_____	_____	_____
Interpretation	_____	_____	_____	_____	_____
Vitality (overall rating)	_____	_____	_____	_____	_____
Inflections	_____	_____	_____	_____	_____
Voice Quality	_____	_____	_____	_____	_____
Pronunciation	_____	_____	_____	_____	_____
Articulation	_____	_____	_____	_____	_____
*Profanity on air	_____	_____	_____	_____	_____
*Break-up on air	_____	_____	_____	_____	_____

APPEARANCE TECHNIQUES

Copy handling	_____	_____	_____	_____	_____
Responds correctly to cues	_____	_____	_____	_____	_____
**Follows instructions	_____	_____	_____	_____	_____

REMARKS:

wrong open news

NOTE: "E" = Excellent No errors "P" = Passing 1 error / = Yet to Accomplish More than 1 error

*Automatic failure
**No errors allowed

BOOTH ANNOUNCER

PRODUCTIONS

VOICE AND DICTION (SPOT ANNOUNCER) 4 5 (6 6 6)

Rate (overall rating)	_____	_____	_____	_____	_____
Pacing	_____	_____	_____	_____	_____
Phrasing	_____	_____	_____	_____	_____
Interpretation	_____	_____	_____	_____	_____
Vitality (overall rating)	_____	_____	_____	_____	_____
Inflections	_____	_____	_____	_____	_____
Voice Quality	_____	_____	_____	_____	_____
Pronunciation	_____	_____	_____	_____	_____
Stumbling	_____	_____	_____	_____	_____
Articulation	_____	_____	_____	_____	_____
*Profanity on air	_____	_____	_____	_____	_____
*Break-up on air	_____	_____	_____	_____	_____

APPEARANCE TECHNIQUES

Personal appearance (overall rating)	_____	_____	_____	_____	_____
Gesture and movements	_____	_____	_____	_____	_____
Eye contact	_____	_____	_____	_____	_____
Copy handling	_____	_____	_____	_____	_____
Responds correctly to cues	_____	_____	_____	_____	_____
**Follows instructions	_____	_____	_____	_____	_____

REMARKS:

NOTE: "E" = Excellent "P" = Passing / = Yet to Accomplish
No errors 1 error More than 1 error

*Automatic Failure
** No Errors Allowed

PRODUCTIONS

VOICE AND DICTION (NSCTR/NARRATOR/INTERVIEWER	4	5	(6	6	6)
Rate (overall rating)	_____	_____	_____	_____	_____
Pacing	_____	_____	_____	_____	_____
Phrasing	_____	_____	_____	_____	_____
Interpretation	_____	_____	_____	_____	_____
Vitality (overall rating)	_____	_____	_____	_____	_____
Inflections	_____	_____	_____	_____	_____
Voice Quality	_____	_____	_____	_____	_____
Pronunciation	_____	_____	_____	_____	_____
Stumbling	_____	_____	_____	_____	_____
Articulation	_____	_____	_____	_____	_____
*Profanity on air	_____	_____	_____	_____	_____
**Break-up on air	_____	_____	_____	_____	_____

APPEARANCE TECHNIQUES

Personal appearance (overall rating)	_____	_____	_____	_____	_____
Gesture and movements	_____	_____	_____	_____	_____
Eye contact	_____	_____	_____	_____	_____
Copy handling	_____	_____	_____	_____	_____
Responds correctly to cues	_____	_____	_____	_____	_____
**Follows instructions	_____	_____	_____	_____	_____

REMARKS:

NOTE: "E" = Excellent "P" = Passing / = Yet to Accomplish
 No errors 1-2 errors More than 2 errors

*Automatic Failure
 **No Errors Allowed

NEWSCASTER

PRODUCTIONS

CAMERAMAN (2 or 4)	4	5	6	6	6)
Sets focus	_____	_____	_____	_____	_____
Maintains acceptable focus (1)	_____	_____	_____	_____	_____
Maintains well composed/framed picture (1)	_____	_____	_____	_____	_____
Makes smooth camera movement (1)	_____	_____	_____	_____	_____
Maintains stable picture (1)	_____	_____	_____	_____	_____
Positions camera to provide required shot (1)	_____	_____	_____	_____	_____
Responds quickly and accurately to director's command*	_____	_____	_____	_____	_____
Follows instructions* (i.e., eliminates picture glare, looks at studio monitor repeatedly, does not lock and cap camera before moving to next task, etc.)	_____	_____	_____	_____	_____

REMARKS:

NOTE: Numbers in parentheses indicates maximum errors possible for passing grade.
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PRODUCTIONS

CAMERAMAN (1 or 4)	4	5	(6	6	6)
Sets focus for zoom lens*	_____	_____	_____	_____	_____
Maintains acceptable focus (1)	_____	_____	_____	_____	_____
Maintains well composed/framed picture (1)	_____	_____	_____	_____	_____
Makes smooth camera movement (1)	_____	_____	_____	_____	_____
Zooms in smoothly, at the proper speed, maintaining the standards of good composition*	_____	_____	_____	_____	_____
Zooms out smoothly, at the proper speed, maintaining the standards of good composition*	_____	_____	_____	_____	_____
Maintains stable picture (1)	_____	_____	_____	_____	_____
Positions camera to provide required shot (1)	_____	_____	_____	_____	_____
Responds quickly and accurately to director's command*	_____	_____	_____	_____	_____
Follows instructions* (i.e., eliminates picture glare, looks at studio monitor repeatedly, does not lock and cap camera before moving to next task, etc.)	_____	_____	_____	_____	_____

REMARKS: _____

NOTE: Numbers in parentheses indicate maximum errors possible for passing grade.
*Asterisk indicates no errors allowed